

AE ACQUISITION BRANCH CBD CHECKLIST

TITLE AND LOCATION:

1. AUTHORIZATION DOCUMENTATION

- Is signed authorization included? _____
- Is a blue form with funds included? _____

2. Who is the COR? _____

Name: _____

3. Who is the paying office? Address & Name: _____

4. Is a general scope of work included? _____

5. What are the anticipated start and completion dates of this contract?

6. If requesting an IDTC list four projects that will be performed with the contract.

<u>Project Name</u>	<u>Location</u>	<u>\$ Value</u>	<u>PM Name</u>
---------------------	-----------------	-----------------	----------------

- 1)
- 2)
- 3)
- 4)

You must justify the \$ levels in the contract with a Memorandum to the Contracting Officer.

7. DISCIPLINES REQUIRED: (circle each - write in additions)

Include the required disciplines in the synopsis, if necessary.

- | | |
|-----------------|----------------------------------|
| ■ Architect | ■ Hydrologist |
| ■ Engineers: | ■ Archaeologist |
| mechanical | ■ CADD Specialist |
| electrical | ■ Survey Crew |
| civil | ■ Construction Inspector |
| structural | ■ Planner |
| fire protection | ■ Cost Estimator |
| sanitary | ■ Specification Writer |
| geotechnical | ■ Certified Industrial Hygienist |
| foundations | ■ Landscape Architect |
| nuclear | ■ Interior Designer |
| environmental | |

8. Are registrations, licensing, or certification required for any of the above disciplines? If so, state which ones. _____

9. CONTRACT ALLOCATION:

For IDTC's. Refer to EFARS 36-601-3-90 (h). Explain how delivery orders will be allocated when scopes of work for similar IDTC's exist or are being concurrently advertised with this synopsis. A Memorandum for Record should be included explaining how this action will be accomplished. Language must be in CBD and in the contract. The typical language that is placed in the CBD is as follows:

"The basis for selecting an AE for a particular delivery order will be based on several factors. Among these factors are current capacity of the contracts, ability of the AE to perform the task in the required time, any unique specialized experience that the AE can offer, and performance and quality of deliverables under the AE current IDTC, along with customer responsiveness. While this process is not necessarily a "subjective" process, the intent of this contract is to satisfy customer needs in an expeditious and cost-effective mode." _____

10 REQUIREMENTS LIST. Below are samples of some of the requirements that may be included in the contract to be advertised. Indicate whether or not these items apply to the new contract being advertised.

■ **Asbestos**

Indicate if testing and/or abatement designs are required. _____

■ **Lead Survey**

Indicate if testing and/or abatement design is required. _____

■ **DD 1391** _____

■ **NCPC (National Capital Planning Commission)** _____

■ **CFA (Commission of Fine Arts) submittals** _____

■ **SHPO (State Historic Preservation Office)** _____

■ **Security and SCIF environment restrictions for prime and subs** _____

■ **Stormwater management** _____

■ **State and Federal Environmental laws, NEPA, (National Environmental Policy Act, and RCLA** _____

■ **Energy studies** _____

■ **Knowledge of specific computer programs (Indicate which ones)** _____

■ **PDB (Project Development Brochure) Preparation** _____

■ **Historical Restoration Experience** _____

■ **RPMA (Real Property Maintenance Activity) Experience** _____

■ **Metric Capability** _____

■ **AEI, (Architect-Engineer Instructions), M-CACES** _____

■ **AAALAC Standards (American Association of Accreditation of Lab Animal Care)** _____

■ **Value Engineering** _____

■ **P2 (Environmental)** _____

■ **Tenant Fitup Services** _____

■ **Plant Operation and Maintenance** _____

■ Life Safety Analysis _____

■ Fire Safety code deficiencies; installation of fire sprinklers _____

11. KNOWLEDGE OF LOCALITY:

Does the AE have to have knowledge of certain local conditions or project site features, such as geographical features, climatic conditions, local construction methods, or local laws and regulations? If so, describe the specific requirements. _____

Is proximity to the location a requirement? _____

Proximity should be used only on small projects or IDT contracts in support of a specific installation.

The following statement should be used:

Location of the firm in the general geographical area of _____

12. OPTION YEAR DETERMINATION

For IDTC's Only. Option year Determination should be signed by the Contracting Officer prior to advertising in the CBD. This document will be prepared by the requesting office, but staffed by Contracting Division. _____

13. IN-HOUSE NON-AVAILABILITY STATEMENT (EFARS 1.691-3 (100), SECTION IV FOR NEW CONTRACTS ONLY. Not required for mods/DO's.

Statement included that in-house forces are not available to perform the work. This statement should be signed by Chief, Design or Geotechnical Branch or Chief, Civil Project Management Branch, as appropriate. If statement was signed on the "Blue Form," include copy of the form. _____

14. CONTRACT TERM:

FOR IDTCs only:

■ Does the synopsis require an option to extend for an additional 12 months? _____

■ The cumulative dollar limit \$1,000,000.00 w/ delivery order limits of \$1,000,000.00 per EFARS 36.601. Is there documentation justifying this dollar level? _____

■ If the option period is more than two periods and/or the limit more than \$1,000,000 has a J&A been prepared and approved? (Note: A request for a contract that is nonstandard requires special approvals.) _____

(Note: These requirements place this procurement in the FIPS arena; See item 16 for DPA requirement.)

15. NUMBERED NOTES:

See any Monday edition of the CBD for numbered notes.

■ Is numbered Note 24 included? _____

■ Are any other numbered notes required? _____

16. CADD REQUIREMENT:

■ Is AUTOCAD or Intergraph required? _____

■ If so, has a Release version been included? _____

■ Are digitizing and/or translation services necessary? _____

17. SF 255 AND 254 FORMS:

■ Does announcement include statement that SF 255 must be submitted for prime and joint venture? _____

■ Does announcement included statement that "SF 254 must be submitted for prime, joint ventures and consultants. the 255 and 254 shall clearly indicate the staffing of the office indicated to do the work. " _____

18 CLOSING DATE:

■ Does the announcement note a closing date? _____

■ Does the announcement indicate that "responses to the announcement received within 30 days from date of this issue will be considered for selection?" _____

19. ADDRESS

■ Is a street address to submit proposals included? _____

■ Are technical and contracting division Points of Contact w/ phone numbers included in the street address? Are E-mail addresses provided? _____

SAMPLE: "Street address: City Crescent Building, ATTN: Susan Sonenthal, Room 7000, 10 South Howard St., Baltimore, MD 21201.

20. DELEGATION OF PROCUREMENT AUTHORITY (DPA)
(IT) (INFORMATION TECHNOLOGY REFORM ACT)

■ Is a DPA attached? For info on how to obtain a DPA, contact Jim Bard (IMO) at ext. 3998 _____

■ If a DPA is not attached, a Determination and Finding that this procurement does not require a DPA must be attached. _____

21. SUBCONTRACTING PLAN REQUIREMENTS (FAR 19.704) (DFARS 236.602-1(a)(6)(C)

a. A standard paragraph is required in the CBD to satisfy subcontracting plan requirements.

"SUBCONTRACTING PLAN REQUIREMENTS: This announcement is open to all businesses regardless of size. If a large business is selected for this contract, it must comply with FAR 52.219-9 regarding the requirement for a subcontracting plan on that part of the work it intends to subcontract. A minimum of 65% of the total planned subcontracting dollars shall be placed with small business concerns. At least 15% of total planned subcontracting dollars shall be placed with small disadvantaged businesses, including Historically Black College and Universities or Minority Institutions, and 8% with women-owned small businesses. The plan is not required with this submittal" _____

22. DD 2579 Ensure a DD2579 is attached and forwarded to SADB. This form can be found in SAACONS. _____

Type coordination: A ; SIC: 8711; Remarks: AE Selection Process, FAR 36.1 FAR 19.10 unrestricted

23. CENTRAL CONTRACTOR REGISTRATION (CCR) CBD should state in block 17 "In order to comply with Debt Collection Registration (CCR) to be considered for award of a Federal contract. The initial registration Date expired 31 May 1998. For information regarding future registration, contact: (1) CR Web site at <http://www.acq.osd.mil/ec>; (2) Dial up modem at 614-692-6788 (User id: ccrpub; password: pub2ccri); (3) Through any DOD certified Value Added Network. To review the database the web site is <http://www.fedecnavigator.disa.mil>. Additionally, a paper form for registration may be obtained from the DoD Electronic Commerce Information Center at 1-800-334-3414.

24. Furnish Copy of CBD announcement to Front Desk, Contracting Division.

PREPARED BY:

CONTRACT SPECIALIST

DATE

APPROVED BY:

COR

DATE